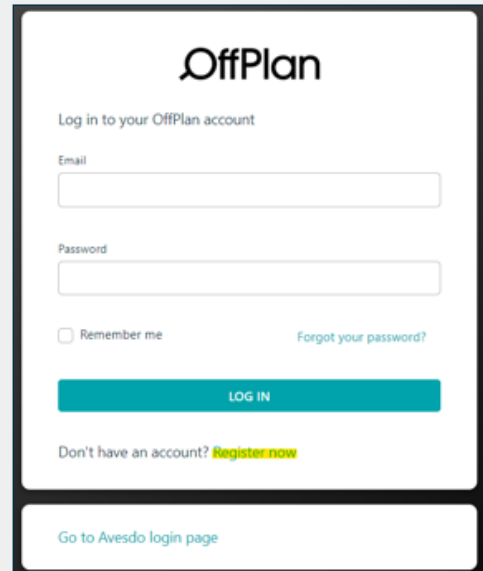


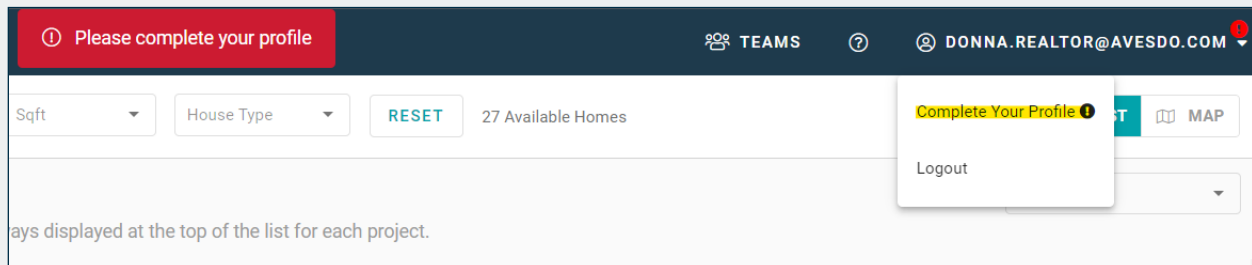
Setting Up An Account

1. Set up an Avesdo document portal account at <https://realtor.offplan.homes> by clicking on **Register now**.

If you already have an account please jump to the **“submitting a worksheet”** section.



2. **Complete your profile.** You will not be able to submit any worksheets until your profile has been completed.



For help creating a profile or logging in, email support@avesdo.com

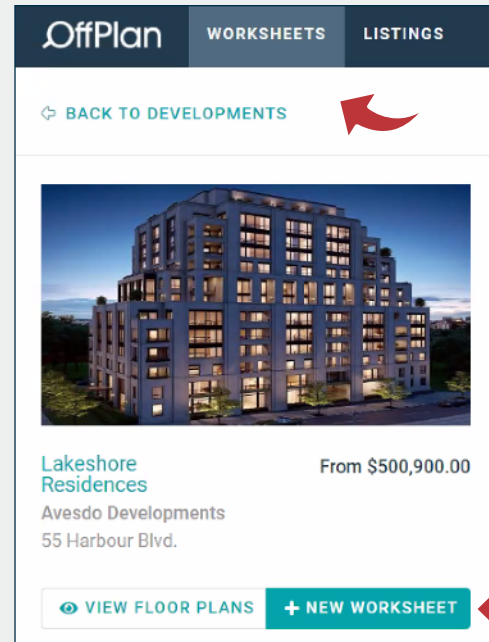
Submitting Your Worksheet

Now that you have logged on **OffPlan**, and completed your profile, you are good to go. Your custom worksheet link will be provided to you shortly. Once you receive this link, login, and follow these **5 Easy Steps to Submit a Worksheet**.

Note: You may submit worksheets on any device, including your mobile phone.

1. Click the **“Worksheets”** tab on the very top left of the screen.

Begin by clicking on the green button **“+ New Worksheet”** under the specific project thumbnail.





2. Enter in **all** of your buyer's information.


The screenshot shows the 'New Worksheet' form in the OffPlan mobile app. The form is divided into two main sections. The first section is 'Realtor Information', which includes a profile picture, the name 'Realtor Ronda Avesdo Realty', and the address '123 Main Street, Toronto, ON, Canada M6P2S7'. Below this, there are fields for 'Email' (realtorronda1183@gmail.com) and 'Phone' (4161234567). The second section is 'Enter Buyer Information', which is currently collapsed. It contains fields for 'First Name (Required)', 'Last Name (Required)', 'Email (Required)', 'Phone', and 'Street Address'.



3. **Submit all 3 floorplan choices.**
Begin by clicking on the green + icon.


Floor Plan Choices:



CHOICES REMAINING **3/3**


First Choice:  

↑		Floor Plan						
		N/A						
↓								
		<table border="1"> <tr> <th>Floor</th> <th>Unit</th> <th>Exposure</th> </tr> <tr> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </table>	Floor	Unit	Exposure	N/A	N/A	N/A
Floor	Unit	Exposure						
N/A	N/A	N/A						
Maximum Budget: N/A								

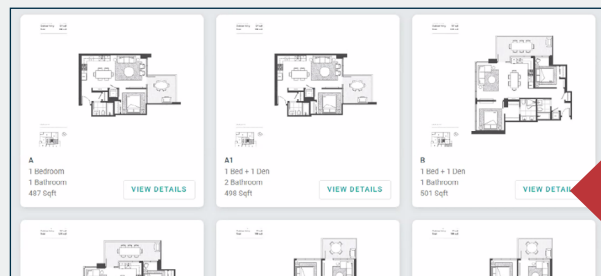
Second Choice:  

↑		Floor Plan						
		N/A						
↓								
		<table border="1"> <tr> <th>Floor</th> <th>Unit</th> <th>Exposure</th> </tr> <tr> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </table>	Floor	Unit	Exposure	N/A	N/A	N/A
Floor	Unit	Exposure						
N/A	N/A	N/A						
Maximum Budget: N/A								

Third Choice:  

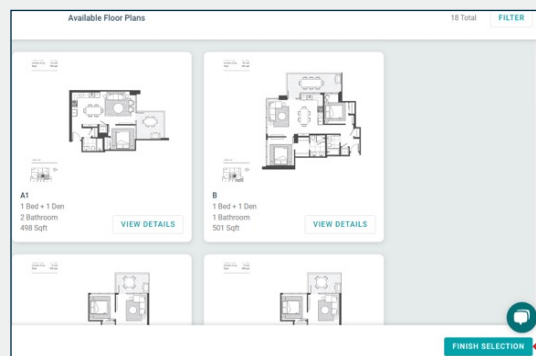
↑		Floor Plan						
		N/A						
↓								
		<table border="1"> <tr> <th>Floor</th> <th>Unit</th> <th>Exposure</th> </tr> <tr> <td>N/A</td> <td>N/A</td> <td>N/A</td> </tr> </table>	Floor	Unit	Exposure	N/A	N/A	N/A
Floor	Unit	Exposure						
N/A	N/A	N/A						
Maximum Budget: N/A								

- a) Click on **“View Details”** on your desired floor plan to select your first choice.



- b) Under **Unit Selection** on the left, select **Available Unit** and enter **Maximum Budget** and then click **“+ Add Choice”**.

- c) Select your second and third choices, and once complete, click on **“Finish Selection”** on the bottom right of the screen.



4. Complete the remaining sections including:

- The **Income Information** (for income, you can disregard and enter any number, except 0)
- The **Photo ID Documents** (please upload the front of the driver's license and a secondary piece of identification such as work permit)
- **Financial Documents** (cheque and/or bank draft)
- Any **Additional Notes** (here you can specify if your buyer would like to purchase any parking and/or storage).

The screenshot shows a vertical form with six sections, each with a dropdown arrow. A progress indicator on the left shows the first four sections are completed (green dots) and the last two are not (white dots). The sections are: 'Enter Buyer Information:', 'Floor Plan Choices: Choices Remaining — 0/3', 'Enter Income Information:', 'Upload Photo ID Documents:', 'Upload Financial Documents (Optional):', and 'Additional Notes (Optional):'. At the bottom left is a 'CLOSE' button, and at the bottom right is a green 'SUBMIT' button with a red arrow pointing to it. A speech bubble icon is also visible next to the 'Additional Notes' section.

If each section is completed correctly the “**Submit**” button on the very bottom right turns green. If it is still grey, go back into each section to ensure you have not missed any required inputs.

For technical support related to using **OffPlan** or how to complete a worksheet, please reach out to support@avesdo.com.

For support related to inventory or project related questions, please reach out to sales@joyacondos.com.